

1. Your Information

Digilog Electronics Limited (“Digilog”) collects personal information about individuals during the normal operation of our business. Digilog does not disseminate this information outside our organization.

Digilog Electronics may collect personal information when a customer:

- Enters into an agreement with us to provide or receive a service
- Deals with us over the telephone, sends us a letter, an email or text
- Visits our business premises and engages a Digilog staff member

The type of information we collect may include (but not limited to) your name, mailing address, telephone numbers, passwords, email addresses, an identifying question for security reasons (eg “your mother’s maiden name”). In some cases this information is needed for us to provide a service to you such as secure login facilities or to email or text you messages.

There may be occasions when we source personal information about you from a third party such as a standard credit check or for freedom to operate reasons. Digilog Electronics may also automatically collect non personal information through the standard operation of its information systems infrastructure.

2. Usage

Our usual practice is to collect personal information directly from you and we will use this for the purposes for which you supply it to us and any necessary related internal management purposes.

The main purpose of obtaining your personal information is to provide you with a service or the supply of goods that require such information to action.

3. Maintenance

In the process of storing personal information we take care to ensure the information supplied by you is accurate. In the event there are inaccuracies please contact us directly and we will apply the necessary corrections.

4. Requests

The personal information we store on you is available to you on demand. We will request identification before release of the information and may require you answer a unique identifying question. If your request is not straight forward please contact Digilog by email or letter outlining your request.

Except as required by the law, Digilog will not give out personal information to any third party.

5. Access

It may happen that for commercially sensitive reasons, pending litigation or other special situations Digilog will not release your personal information to you on request.

6. Storage

Digilog will take reasonable steps to protect your personal information. Digilog will not deliberately misuse; lose; modify; disclose; pass, sell, exchange, or transfer to unauthorized third parties without first having your consent.

The only reason your personal information will be accessed is to supply you with such on demand and for Digilog to provide the expected services and supplies the storage of your data is designed for.

Trusted third parties used by Digilog for conducting its business are exempt from these conditions on the proviso they agree in writing to also keep this information private. Further, exemption from these conditions follows when the release of your information is required by law, for reasons of safety, protection of property and to protect the rights of Digilog or others.